

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



DATE:	February 8, 2002
POSITION:	NETWORK TECHNICAL ANALYST
LOCATION:	500 Pearl Street New York, New York
CLASS LEVEL:	CL-27
SALARY:	\$38,408 to \$62,468 Depending on Qualifications and Experience
CLOSING DATE:	Open Until Filled
VACANCY NO.:	02-05

THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER AND ENCOURAGES QUALIFIED MINORITY APPLICANTS TO APPLY

DUTIES AND RESPONSIBILITIES: The Network Technical Analyst is assigned to the Computer Systems Department and is responsible for the day-to-day maintenance of the Cisco LAN infrastructure and end user desktop facilities. Duties include: assisting the Network Systems Engineer with the installation and configuration of Cisco routers, switches and CAT/Fiber-optic cabling, documentation of LAN configuration, and troubleshooting of network-related problems. In addition, desktop application support (MS Office, Windows 2000, Lotus Notes, Lexis, WestLaw) and the development and delivery of occasional technical seminars for the benefits of end users and technical support staff alike is required.

REQUIRED QUALIFICATIONS: The minimum qualification for this position is high school graduation, or equivalent, and three years of general experience as defined below. Two years of specialized experience, as defined below, will qualify for higher classification levels and salary ranges. **Mandatory minimum requirements for this position include prior paid experience in the configuration and maintenance of Cisco LAN equipment or equivalent technical certification from Cisco or an accredited university; demonstrated ability to explain technical subject matter to end users both verbally and in writing; and working knowledge of MS Office.**

GENERAL EXPERIENCE: Progressively responsible experience that provides evidence that the applicant has 1) a good understanding of the methods and administrative machinery for accomplishing the work of an organization; 2) the ability to analyze problems and assess the practical implications of alternate solutions; 3) the ability to communicate with others, orally and in writing; and 4) the capacity to employ the knowledge, skills and abilities in the resolution of problems.

SPECIALIZED EXPERIENCE: Progressively responsible experience related to the technical aspects of data processing, office automation, and data communications and their applications, terminology, and methodology, including the accomplishment of computer project assignments that involved systems analysis, design, implementation, integration, and management.

EDUCATIONAL SUBSTITUTION: Education above the high school level in an accredited institution may be substituted for general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience. Completion of the requirements for a bachelor's degree, with high academic standing, or the completion of one academic year (30 semester or 45 quarter hours) of graduate study in a field related to the position may be substituted for one year of specialized experience. Completion of a Master's Degree in a field related to the position may be substituted for two years of specialized experience.

APPLICATION PROCEDURE: To be considered for this position please submit a resume detailing your education, work experience and salary history, and a cover letter. The cover letter should indicate the position that you are applying for, and explain the relevance of your experiences and how they qualify you for the position. **Resumes without the cover letter addressing the qualifications will not be considered.**

PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO:

***U.S. DISTRICT COURT
500 PEARL STREET
NEW YORK, NEW YORK 10007
ATT: PERSONNEL, ROOM 310***

THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER FOR PAYMENT OF NET PAY

APPLICANTS MUST BE UNITED STATES CITIZENS